



San Bernardino County

Land Use Services Department, Planning Division

San Bernardino County Government Center
385 N. Arrowhead Ave., San Bernardino, CA 92415-0187
15900 Smoke Tree Street; Hesperia, CA 92345
San Bernardino Office – (909) 387-8311 High Desert Office – (760) 995-8140
Fax (909) 387-3223 Fax (760) 995-8167

EXTENSION OF TIME INFORMATION SHEET AND APPLICATION

An extension of time may be requested to comply with or implement any conditional land use decision made in accordance with provisions of the Development Code. A “conditional land use decision” includes land use actions such as Conditional Use Permits, Variances, and Tentative Maps. For questions as to whether an extension of time may be requested for other land use actions, please contact County staff at (909) 387-8311 (San Bernardino office) or (760) 995-8140 (Hesperia office).

A request for an extension of time shall be filed at least thirty days and no more than ninety days prior to the expiration date of an application. Any land use application for which an extension request has been filed within this time period shall not expire for sixty days or until an action is taken on the extension request, whichever occurs first. If approved, the extension shall commence on the expiration date, even if it is not approved until after the expiration date.

Where circumstances warrant, an extension of time may be granted for a period or periods not to exceed a total of thirty-six months. Under exceptional or extraordinary circumstances, another extension may be granted for projects other than those regulated by the State Subdivision Map Act.

Section A. Fees

- _____ For the extension of an average cost application, a check or money order made payable to “San Bernardino County” in the amount of **\$621.00**. (L632/L697 *this includes a \$25 Job Closure fee, which is not applicable when application submitted electronically through the ePlans system.)
- _____ For an extension of an actual cost application, fees will be added to the account established for the original application and charged as an actual cost application.

Whenever an extension of time is requested and the project delay was caused solely by reason of the application of a governmental law, regulation, ruling or judgment which legally prevented further carrying on of the project, the Planning Official may waive any fee upon proof of facts being submitted in writing which satisfy the conditions set forth above. Any such waiver shall have no bearing on the determination of the merits of the extension request.

Section B – Submittal Documents

1. _____ One copy of the completed application.
2. _____ One copy of the Conditions of Approval
3. _____ One copy of a letter detailing the following:
 - Which conditions of approval have been met
 - Which conditions of approval have not been met
 - Why have the conditions not been met
 - Reasonable timeline for completion of those conditions

NOTE: The application for an Extension of Time is on the back (reverse) side of this page.

EXTENSION OF TIME APPLICATION

Extension requests are required to be filed at least thirty (30) days prior to the expiration date for project approval.

Section 1 – APPLICATION INFORMATION

Assessor's Parcel Number: _____

File/Index #: _____

File/Index #: _____

Action Date: _____ Expiration Date: _____

Action taken by (check one): Staff ☐ Planning Commission ☐ Board of Supervisors ☐

Original Applicant Name: _____

Engineer/Representative Name: _____

Phone: _____ FAX No.: _____ E-Mail: _____

Section 2 – EXTENSION REQUEST

I/We hereby request an extension of time for _____ months (not to exceed 36 months) for the above referenced application. I/We understand that, by so requesting, an additional review of the file will be made. Modifications and/or additions may be made to the conditions of approval during this review. I/We are requesting an extension of time because:

Section 3 – SIGNATURE

I certify under penalty of perjury that I am the (check one)

☐ Legal Owner (all individuals must sign as their names appear on the deed to the land), **OR**

☐ Owner's legal Agent, and that the foregoing is true and correct. (Please submit an authorization letter from legal owners).

Signature

Date

To be completed by County Staff: Filing Date: _____ Project No.: _____ JCS Project No.: _____